



THE AMERICAN UNIVERSITY BULLETIN

Washington, D. C.

THE SCHOOL of PUBLIC AFFAIRS

A Professional School for Government Employees

Announcement of

1. "IN-SERVICE" TRAINING PROGRAM
for FEDERAL EMPLOYEES

2. REQUIREMENTS FOR . . .

- a.* Certificate in Public Administration
- b.* Certificate in Business Administration
- c.* B.S. in Public Administration
- d.* B.S. in Business Administration
- e.* M.A. in field of Public Administration
- f.* Ph.D. in field of Public Administration

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AUG 18 1938

WASHINGTON, D. C.

CATALOG NUMBER
FOR 1938-39 SESSION

CALENDAR FOR 1938-39

1938

Aug. 1-Sept. 17, Monday-Saturday—Director of the School will be in his office at 1901 F Street (telephone, Metropolitan 0258), for consultation on courses, certificates and degrees. Office closes at 5:30 p.m. until Monday, September 12. Effective on this date office will be open until 7:30 on Monday through Friday. It is suggested that students desiring to talk with the Director call his office for an appointment.

Aug. 29-Sept. 17, Monday-Saturday—Preliminary registration period. Persons desiring to do so may register for fall classes prior to the formal registration period.

Sept. 7-19, Wednesday-Monday—Autumn Comprehensive Examinations (see pages ----).

Sept. 17-21, Saturday-Wednesday—Formal registration period for first semester.

Sept. 22, Thursday—First semester classes begin.

Oct. 3, Monday—Late registration fee and fee for changes in registration go into effect.

Oct. 5, Wednesday—Foreign language tests.

Oct. 30, Thursday—Last day for registration for the first semester.

Nov. 1, Tuesday—Second installment on first semester tuition due.

Nov. 15, Tuesday—Last day for removal of Incompletes obtained during second semester of academic year 1937-38.

Nov. 16, Wednesday—Last day for payment of second installment on tuition.

Nov. 24, Thursday—Thanksgiving Day; a holiday.

Dec. 1, Thursday—Third installment on first semester tuition due.

Dec. 16, Friday—Last day for payment of third installment on tuition.

Dec. 19, Monday—Christmas recess through Monday, January 2.

1939

Jan. 3, Tuesday—All class work resumed.

Jan. 5-18, Thursday-Wednesday—Winter Comprehensive Examinations.

Jan. 11, 18, Wednesday, Wednesday—Foreign language tests.

- Jan. 14-19, Saturday-Thursday*—Preliminary registration period for second semester.
- Jan. 19-25, Thursday-Wednesday*—Final examinations for first semester.
- Jan. 30-Feb. 1, Monday-Wednesday*—Formal registration period for second semester.
- Feb. 1, Wednesday*—Second semester classes begin.
- Feb. 13, Monday*—Late registration fee and fee for changes in registration go into effect.
- Feb. 22, Wednesday*—Washington's Birthday; a holiday.
- Mar. 1, Wednesday*—Second installment on second semester tuition due.
- Mar. 2, Thursday*—Last day for registration for the second semester.
- Mar. 16, Thursday*—Last day for payment of second installment on tuition.
- Mar. 27-April 2, Monday-Sunday*—Spring recess.
- April 1, Saturday*—Last day for submitting thesis.
- April 3, Monday*—Third installment on second semester tuition due.
- April 15, Saturday*—Last day for removing Incompletes obtained during the first semester.
- April 17, Monday*—Last day for payment of third installment on tuition.
- May 3, 10, Wednesday, Wednesday*—Foreign language tests.
- May 12-25, Friday-Thursday*—Spring Comprehensive Examinations.
- May 23-29, Tuesday-Monday*—Final examinations for second semester.
- May 30, Tuesday*—Decoration Day; a holiday.
- June 4, Sunday*—Baccalaureate.
- June 5, Monday*—Annual Commencement.
- Sept. 21, Thursday*—Academic year 1939-40 begins.

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MEMBERS OF UNIVERSITY FACULTY FOR 1937-38 ASSOCIATED WITH THE SCHOOL OF PUBLIC AFFAIRS

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- RUDOLF A. CLEMEN, *Visiting Professor of Economics*. B.A., Dalhousie; M.A., Ph.D., Harvard.
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- ALLAN J. FISHER, *Assistant Professor of Economics and Business Administration*. B.S., Pennsylvania; Litt.M., Ph.D., Pittsburgh.
- RICHARD R. HUTCHESON, *Instructor in English*. B.S., Mansfield State Teachers College; M.A., Peabody.
- ROBERT DUBOIS HUBBARD, *Research Assistant in Public Administration*. A.B., M.A., Oberlin.

SUPPLEMENTARY STAFF

(Arranged alphabetically)

To supplement the work of its full-time faculty, the University has available for its course offerings the services of experts connected with the government or with learned societies and research organizations located in the city. Members of the supplementary staff for 1937-38 giving work taken by students in the School of Public Affairs who are working for either a certificate or degree in the field of Public Administration or Business Administration follow:

- BEATRICE AITCHISON, *Lecturer on Mathematics and Statistics*. B.A., Goucher; M.A., Oregon; M.A., Ph.D., Johns Hopkins.
- CLYDE B. AITCHISON, *Lecturer on Administrative and Interstate Commerce Law*. B.Sc., LL.D., Hastings; M.A., Oregon; Ph.D., American. (Member, Interstate Commerce Commission.)
- C. G. ALLEN, JR., *Lecturer on Accounting*. A.B., Cornell University. (International Business Machines Corporation.)
- HERBERT ANGEL, *Lecturer on Public Relations*. A.B., M.A., George Washington University. (Assistant to the Director of Publications, The National Archives.)
- F. J. BAILEY, *Lecturer on Financial Administration*. A.B., Middlebury; LL.B., Georgetown. (Assistant to the Director in Charge of Division of Research and Investigation, Bureau of the Budget.)
- OLIVER EDWIN BAKER, *Lecturer on National Resources*. B.S., M.S., Heidelberg College; M.A., Columbia; Ph.D., Wisconsin. (Senior Agricultural Economist, Division of Land Economics, Bureau of Agricultural Economics.)
- CARLTON P. BARNES, *Lecturer on National Resources*. B.S., New York State College of Forestry; A.M., Ph.D., Clark. (In charge of survey coordination, Office of Land Use Coordination, U. S. Department of Agriculture.)
- ROBERT BARNETT, *Lecturer on Government Correspondence*. A.B., University of Tennessee; (Chief of Communications and Review Section, Social Security Board.)
- ISMAR BARUCH, *Lecturer on Public Administration*. Ph.B., Brown; M.A., Princeton; LL.B., George Washington. (Chief, Division of Personnel Classification, United States Civil Service Commission.)
- FREDERICK F. BLACHLY, *Lecturer on Public Administration*. A.B., Oberlin; Ph.D., Columbia. (Staff Member, Institute for Government Research, Brookings Institution.)
- CARMAN G. BLOUGH, *Lecturer on Accounting*. A.B., Manchester; M.A., Wisconsin; C.P.A., States of Wisconsin and North Dakota. (Chief Accountant, Securities and Exchange Commission.)
- SAMUEL S. BOARD, *Lecturer on Personnel Administration*. A.B., Yale. (Chief, Qualification Section, Personnel Division, Resettlement Administration, Department of Agriculture.)
- WILLIAM DOW BOUTWELL, *Lecturer on Public Relations*. B.S., Illinois; Graduate Study, George Washington. (Chief, Editorial Division, Office of Education, Department of Interior.)

- EWAN CLAGUE, *Lecturer on Social Insurance*. B.A., M.A., Washington State; Ph.D., Wisconsin. (Director, Bureau of Research and Statistics, Social Security Board.)
- CLAUD F. CLAYTON, *Lecturer on National Resources*. A.B., A.M., Missouri. (In Charge of Division of Project Organization, Bureau of Agricultural Economics.)
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- JOHN J. CORSON, *Lecturer on Social Security Administration*. B.A., M.A., Ph.D., Virginia. (Assistant Executive Director, Social Security Board.)
- LAUCHLIN CURRIE, *Lecturer on Banking*. B.S., London School of Economics; Ph.D., Harvard. (Assistant Director, Research and Statistics, Federal Reserve Board.)
- FREDERICK M. DAVENPORT, *Member of Administrative Board, School of Public Affairs*. A.B., Wesleyan; Ph.D., Columbia. (Chairman, National Institute of Public Affairs.)
- LYNN R. EDMISTER, *Lecturer on International Economic Relations*. B.A., Harvard; Ph.D., Brookings Institution. (Chief Economic Analyst, Trade Agreements Division, State Department.)
- JOHN D. FITCH, *Lecturer on Power Economics*. S.B., Massachusetts Institute of Technology. (Engineer, Federal Power Commission.)
- EMANUEL A. GOLDENWEISER, *Lecturer on Money and Banking*. B.A., Columbia; M.A., Ph.D., Cornell. (Director, Division of Research and Statistics, Federal Reserve System.)
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- JOSEPH P. HARRIS, *Lecturer on Public Administration, and Chairman, Committee on Approval of Thesis Projects for Graduate Students in Public Administration*. A.B., Kansas; Ph.D., Chicago. (Director of Research, Committee on Public Administration, Social Science Research Council.)
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- OSCAR E. KIESSLING, *Lecturer on Mineral Economics*. B.A., M.A., Wisconsin; Ph.D., Robert Brookings Graduate School of Politics and Economics. (Chief Economist, Division of Mineral Resources and Economics, Bureau of Mines; Member, Central Statistical Board.)
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- ELMER C. KOCH, *Lecturer on Accounting*. B.S., M.S., Illinois; LL.B., Wisconsin. (Security Analyst, Registration Division, Securities and Exchange Commission.)
- JOHN A. LAPP, *Lecturer on Labor Relations*. Ph.B., LL.D., Alfred; Graduate Study, Wisconsin, Cornell. (National Referee, Building Trades Unions.)
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- WILLIAM M. LEISERSON, *Lecturer on Labor Relations*. B.A., Wisconsin; Ph.D., Columbia. (Chairman, National Mediation Board.)
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- ABEL WOLMAN, *Lecturer on National Resources*. A.B., M.A., Ph.D., Johns Hopkins. (Chairman, Water Resources Committee, National Resources Committee.)
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COOPERATING STAFF FROM THE GRADUATE SCHOOL OF THE DEPARTMENT OF AGRICULTURE

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- PETER B. KEPLINGER, *Lecturer on Public Administration*. B.P., B.Ph., Colorado College; M. of Forestry, Michigan. (Chief, Division of Personnel Management, United States Forest Service.)
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-

COOPERATING STAFF FROM THE CENSUS BUREAU OF THE DEPARTMENT OF COMMERCE

- JOHN ALBRIGHT, *Lecturer on Statistics*. A.B., M.A., Colorado State Teachers College. (Technical Assistant, Business Division, Bureau of the Census.)
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- FORREST E. LINDER, *Lecturer on Statistics*. A.B., M.A., State University of Iowa; Ph.D., University of Iowa. (Head, Section on Final Results and Analysis, Division of Vital Statistics, Bureau of Census.)

COOPERATING STAFF FROM THE FARM CREDIT ADMINISTRATION

MARY G. BIRD, *Lecturer on Secretarial Problems*. (Secretary to Deputy Governor, Farm Credit Administration.)

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MARGARET G. COOK, *Lecturer on Secretarial Problems*. Temple School of Business and Secretaries. (Secretary to Deputy Governor, Farm Credit Administration.)

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WILLIAM R. KELLY, *Lecturer on Accounting*. Accounting certificate, School of Business Administration, Fordham. (Principal Reviewing Accountant, Farm Credit Administration.)

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MILTON RYGH, *Lecturer on Speech*. LL.B., Minnesota. (Assistant Director, Credit Union Section, Farm Credit Administration.)

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J. PERLMAN, *Lecturer on Statistics*. B.A., M.A., Ph.D., Wisconsin. (Chief, Division of Wages, Hours and Working Conditions, United States Bureau of Labor Statistics.)

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DR. ARNESON	DR. MARSHALL
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DR. ENGEL	DR. STEVENS
DR. DAVENPORT	MR. BARUCH
MR. BLOUGH	MR. SHORT

MISS STOCKBERGER, *Secretary*

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Admission to Graduate Standing: Dr. Arneson, Chairman; Dr. Seckler-Hudson; Dr. Huelster. Dr. Griffith, Mr. Flemming, Miss Feagans, Miss Stockberger, *ex officio*.

Admission to Candidacy for M.A. in Public Administration or Ph.D. in Public Administration: Dr. Arneson, Chairman; Dr. Seckler-Hudson; and Dr. Huelster. Mr. Flemming, Miss Stockberger, *ex officio*.

Approval of Thesis Projects for Graduate Students in Public Administration: Dr. Harris, Chairman; Dr. Arneson; Dr. Marshall; Dr. Seckler-Hudson; Dr. Reining; and Dr. Blachly. Mr. Flemming, *ex officio*.

Curriculum: Members of the Administrative Board.

Requirements for Certificates and Degrees: Members of the Administrative Board.

FOREWORD

THE SCHOOL OF PUBLIC AFFAIRS of The American University, with offices at 1901 F Street, N. W., was organized in 1934 for the primary purpose of serving government employes who desire to obtain special training which will enable them to carry on their present activities in a more effective manner, and to prepare themselves for positions of greater responsibility. This program, which is often referred to as the School's "In-Service" Training Program for Federal Employes, has been made possible in part by a grant from the Rockefeller Foundation.

In the development of the courses offered as a part of the "In-Service" Training Program the School has adopted the practice of calling upon outstanding experts in each field to discuss their problems with the members of the classes, and then to provide the students with the opportunity of discussing their problems with these experts. The contributions of these experts are designed to supplement the work of the full-time faculty.

Cooperative "In-Service" training courses have also been developed with the following departments of the Federal Government: The Graduate School of the Department of Agriculture; the Census Bureau of the Department of Commerce; the Farm Credit Administration; the Social Security Board; the Bureau of Labor Statistics of the Department of Labor; and the Home Owners Loan Corporation.

In connection with its "In-Service" training program the School of Public Affairs has developed work leading toward a Certificate in Public Administration; a Certificate in Business Administration; a Bachelor of Science degree in Public Administration; and a Bachelor of Science degree in Business Administration. Also, in cooperation with the Graduate School of the University, programs have been developed leading to the degrees of Master of Arts and Doctor of Philosophy in the field of Public Administration. The details of these programs are set forth in the next sections of the bulletin.

Every effort is being made by the School to give all possible attention to the needs of the individual. Candidates for certificates and undergraduate degrees will be assigned to faculty members who will make a careful study of their needs and abilities. Graduate students will be aided in every possible manner by faculty members under whom they are carrying on their research work.

ADMISSION REQUIREMENTS

Students may be admitted to the School of Public Affairs in any of the following categories:

I. Undegraduate Students

1. Candidates for a Certificate in Public or Business Administration, for which high school graduates are eligible under the conditions described below (see page 15).
2. Candidates for a B.S. in Public or Business Administration, for which high school graduates who have also completed 60 semester hours of college work are eligible under the conditions described below (see page 17).
3. Unclassified undergraduate students, comprising (a) students who wish to transfer the credits received in the School of Public Affairs to another college; and (b) students whose entrance records are clear but who do not at present wish to matriculate for a certificate or degree, and are undecided as to how they wish to use the credits received (see page 18).
4. Special students, who are unable to meet the regular admission requirements but who are permitted to take certain courses on the basis of previous training and experience (see page 18).

II. Graduate Students

1. Students who do not at present wish to matriculate for a graduate degree, are undecided as to how they wish to use the credits received, or who wish to transfer the credits to another school (see page 19).
2. Candidates for the degree of M.A. in the field of Public Administration (see page 19).
3. Candidates for the degree of Ph.D. in the field of Public Administration (see page 20).

III. Auditors (see page 20).

I. UNDERGRADUATE STUDENTS

ADMISSION TO CANDIDACY FOR A CERTIFICATE IN PUBLIC ADMINISTRATION OR A CERTIFICATE IN BUSINESS ADMINISTRATION

Admission to candidacy for a Certificate in Public or Business Administration will be granted only to employes of the Federal government, or of state and local governments. In a few instances employes of Washington business firms will be admitted to candidacy for a Certificate in Business Administration.

Admission is based upon the student's secondary school record, and upon evidence indicating that his previous training and experience qualify him for admission. The scholastic requirement is the completion of a four-year course in an accredited high school or academy, or its equivalent, with 15 units,* 9 of which must be in the following academic subjects:

English (3 or 4)	Economics
Foreign Languages	Problems of Democracy
Algebra	Sociology
Geometry	General Science
Trigonometry	Biology (Botany, Zoology)
History	Chemistry
Civics or Government	Physics

In addition the student must have maintained a general average of C or better, and an average of C or better in the academic units.

Students may transfer credits to be applied toward the Certificate from an accredited college providing they have maintained satisfactory grades, and providing the courses are consistent with the curriculum requirements of the School of Public Affairs. In general no credit will be given for courses in which the student has received a grade of D.

High school records will be secured by the Registrar of the School of Public Affairs. College records, however, must be requested by the student, who should ask that an official itemized transcript of his college work be sent by the Registrar of his college to the Director of Undergraduate Admissions of the School of Public Affairs.

Credits from non-accredited institutions may be validated by examination only. Information concerning the dates of such examinations may be obtained from the Registrar of the School.

Entrance records should be on file before the beginning of the semester, and will be passed on by the Committee on Admission to Undergraduate Standing. If these records are not available prior to the student's registration, he will be registered tentatively pending action on his credentials by the Admissions Committee. If the credentials are not received within six weeks from the beginning of the semester, the status of the student will automatically be changed to that of an Auditor, and no credit will be granted for the work taken in the School of Public Affairs.

*A "unit" of high school work represents a year's study in any subject in a secondary school, providing the length of the school year is at least thirty-six weeks, the recitation or laboratory period is from forty to sixty minutes in length, and that the study is pursued four or five periods a week.

ADMISSION TO CANDIDACY FOR A B.S. IN PUBLIC ADMINISTRATION OR A B.S. IN BUSINESS ADMINISTRATION

In order to be admitted to candidacy for a Bachelor of Science in Public Administration or a Bachelor of Science in Business Administration a student must be an employe of the Federal government, or an employe of a state or local government. In a few instances employes of Washington business firms will be admitted to candidacy for the degree of B.S. in Business Administration.

In addition the student must have satisfactorily completed, in an accredited college, at least 60 semester hours of work in courses consistent with the curriculum requirements of the School of Public Affairs.

Admission to candidacy is not to be regarded as the same as admission to the School of Public Affairs. Students with fewer than 60 semester hours of work may apply for admission to the School either as unclassified undergraduate students or as candidates for a Certificate in Public or Business Administration. Upon the successful completion of 60 semester hours of work the student may apply for admission to candidacy for a B.S. in Public or Business Administration.

A student desiring to apply for admission to candidacy for the B.S. degree must present to the Director of Admissions of the School for consideration by the Committee on Admission to Undergraduate Standing official itemized transcripts of the institutions previously attended by him showing (a) his entrance credits presented for admission to college; (b) his complete college record, including grades in each subject taken; and (c) honorable dismissal.

Persons wishing to be admitted to candidacy for the B.S. in either Public or Business Administration should provide the Director of Admissions of the School of Public Affairs with all of the required information at as early a date as possible prior to the opening of the semester in which they plan to begin their work. This information will be passed on by the Committee on Admission to Undergraduate Standing as soon as possible. If the records are not available prior to the student's registration, he will be registered tentatively pending action on his credentials by the Admissions Committee. If the credentials are not received within six weeks from the beginning of the semester, the status of the student will automatically be changed to that of an Auditor, and no credit will be granted for the work taken in the School of Public Affairs.

ADMISSION TO THE SCHOOL OF PUBLIC AFFAIRS AS AN UNCLASSIFIED UNDERGRADUATE STUDENT

Students who have completed a four-year course in an accredited high school, but who do not at present wish to work for a certificate, may be admitted to the School of Public Affairs as unclassified undergraduate students. Such students should file with the Registrar of the School the name and address of the high school attended, and the date of graduation. The Registrar will secure the necessary high school records.

Students who wish to transfer credit for the work they take in the School of Public Affairs to another college may be admitted to the School as unclassified undergraduate students on presentation of a statement of good standing from the college in which they are registered. Such statements should be sent from the Registrar of the accredited institution last attended by the student to the Director of Admissions of the School of Public Affairs before the student registers in the School. If the statement is not available at that time, however, the student will be registered tentatively, pending the clearance of his entrance record. If the statement is not received within six weeks from the date of registration, the status of the student will automatically be changed to that of an Auditor, and no credit will be granted for work taken in the School of Public Affairs.

ADMISSION TO THE SCHOOL OF PUBLIC AFFAIRS AS A SPECIAL STUDENT

Students who are unable to qualify for admission to the School of Public Affairs under any of the conditions set forth above may, on the basis of previous training and experience, apply to the Committee on Admission to Undergraduate Standing for admission as Special Students. A Special Student is one whose academic background is irregular, but who is allowed because of his training or experience to take certain courses, with the understanding that he is not a candidate for a certificate or degree.

Whenever his admission deficiencies have been removed, a Special Student may request the Admissions Committee to admit him to regular undergraduate standing.

II. GRADUATE STUDENTS

ADMISSION TO THE SCHOOL OF PUBLIC AFFAIRS FOR GRADUATE STUDY

College graduates who wish to receive credit for the work they take in the School of Public Affairs but who do not at present wish to become candidates for either the M.A. or Ph.D. in Public Administration, may be admitted to the School for graduate study on presentation of either a transcript or a certification of graduation from the Registrar of the college which granted the degree. Such students must have obtained a bachelor's degree representing a regular four-year course in an accredited institution. Such transcripts or certification should be sent directly to the Registrar of the School of Public Affairs before the student registers in the School. If the transcript or certification is not available at that time, however, the student will be registered tentatively, pending the clearance of his entrance record. If the transcript or certification is not received within six weeks from the date of registration, the status of the student will automatically be changed to that of an Auditor, and no credit will be granted for the work taken in the School of Public Affairs.

Admission to the School of Public Affairs for graduate study does not constitute admission to candidacy for either an M.A. or Ph.D. degree. Requirements for admission to candidacy for these degrees are set forth below.

ADMISSION TO THE SCHOOL OF PUBLIC AFFAIRS AS A CANDIDATE FOR THE DEGREE OF M.A. IN THE FIELD OF PUBLIC ADMINISTRATION

A candidate for admission to candidacy for the degree of Master of Arts in the field of Public Administration must have met the following requirements:

1. He must have filed with the Registrar of the School of Public Affairs on itemized official transcript of his undergraduate work, showing his graduation from an accredited college.
2. He must have had his undergraduate work passed on and approved by the Committee on Admission to Graduate Standing, and have made up any deficiencies in his undergraduate background as prescribed by the Committee on Admission to Candidacy.
3. He must have passed his language examination or satisfied the requirement in statistics. (See page 29.)
4. He must have had his thesis project approved by the Committee on Approval of Thesis Projects for Graduate Students in Public Administration. (See page 30.)

ADMISSION TO THE SCHOOL OF PUBLIC AFFAIRS AS A CANDIDATE FOR THE DEGREE OF PH.D. IN THE FIELD OF PUBLIC ADMINISTRATION

A candidate for admission to candidacy for the degree of Doctor of Philosophy in the field of Public Administration must have met the following requirements, in addition to requirements 1 and 2 listed above for candidates for the master's degree:

1. He must have been awarded a master's degree as a result of having followed a course of study which the Committee on Admission to Candidacy is willing to approve as constituting satisfactory work for a doctor's degree in the field of Public Administration or he must have completed at least 24 hours of work which the Committee on Admission to Candidacy is willing to approve as constituting satisfactory work for the degree.
2. If he desires to present up to 36 hours of course work from another graduate institution to be applied toward the requirements for the doctor's degree, he must have had this work approved by the Committee on Admission to Candidacy.
3. He must have passed his language examinations.
4. He must have had his thesis project approved by the Committee on Approval of Thesis Projects for Graduate Students in Public Administration.
5. He must have had his candidacy approved by the Committee on Admission to Candidacy, the Administrative Board of the School of Public Affairs, and the Graduate Board.

III. AUDITORS

The School of Public Affairs is willing to extend the privilege of auditing courses to students who do not desire to take the work for academic credit or to receive a grade. Auditors need not supply the office of the School with a record of previous academic work.

GRADUATION REQUIREMENTS FOR CERTIFICATES AND DEGREES

The following graduation requirements have been established for the Certificates and degrees offered by the School of Public Affairs.

GRADUATION REQUIREMENTS FOR THE CERTIFICATE IN PUBLIC ADMINISTRATION AND THE CERTIFICATE IN BUSINESS ADMINISTRATION

To become eligible for a Certificate in Public Administration or a Certificate in Business Administration a student must complete 45 semester hours of courses with an average of C. At least 30 hours of this work must be taken in residence at The American University.

The following basic courses must be included in the program of candidates for either Certificate:

English Composition	6 hours
Principles of Economics	3 hours
Fundamentals of Public and Business Administration	3 hours
Elementary Statistics	6 hours
Elementary Accounting	6 hours

In addition candidates for the Certificate in Public Administration must satisfactorily complete a three-hour course in Principles of Public Organization, and specialized work in the field of Public Administration approved by the Chairman of the field or his representative. Candidates for the Certificate in Business Administration must satisfactorily complete a three-hour course in Principles of Business Administration and specialized work in the field of Business Administration approved by the Chairman of the field or his representative.

Students enrolled for work leading toward the Certificate may not register for more than nine hours of courses in any one semester.

Requirements for admission to candidacy for the Certificate in Public or Business Administration are described on page 15.

GRADUATION REQUIREMENTS FOR THE B.S. IN PUBLIC ADMINISTRATION AND THE B.S. IN BUSINESS ADMINISTRATION

To become eligible for a Bachelor of Science degree in Public Administration or a Bachelor of Science degree in Business Administration

a student must complete 130 semester hours of courses with an average of C. At least 30 hours of this work must be taken in residence at The American University; at least 40 hours must be secured in courses numbered above 300.

Candidates for the B.S. in either Public or Business Administration must satisfactorily complete the following basic courses:

I. *Required Subjects*

English	12 hours
Speech	2 hours
Philosophy	4 hours

II. *Modern Foreign Languages*

A reading knowledge of French, German, or Spanish to be satisfied by examination or by 12 hours of college study of the language selected. Failure to demonstrate a reading knowledge by examination will require the satisfactory completion of at least a year of course study in college.

III. *Social Sciences*

Twelve hours of work distributed over at least two of the social sciences listed below, with at least six hours in one department:

Business Administration	History
Public Administration	Political Science
Economics	Sociology

IV. *Mathematics and Natural Science*

Twelve hours from the courses listed below, at least six of which must be in a laboratory science:

Biology	Physics
Chemistry	Mathematics
Geology	

V. *Humanities*

Twelve hours to be distributed over at least two subjects, with at least six hours in one subject:

Art	Philosophy
Classics	Psychology
Education	Religion
Music	

In addition candidates for the degree of B.S. in Public Administration must complete, with an average of B, at least 30 hours of work in the field of Public Administration approved in advance by the Chairman of the field or his representative; candidates for the degree of B.S. in Business Administration must complete, with an average of B,

at least 30 hours of work in the field of Business Administration approved in advance by the Chairman of the field or his representative.

Employed students enrolled for work leading toward the degree of B.S. may not register for more than nine hours of courses in any one semester.

A student who has been admitted to candidacy for the degree of B.S. in Public or Business Administration must complete his requirements for the degree within four years after his admission to candidacy. Formal admission to candidacy does not take place, however, until the student has earned at least 60 semester hours of undergraduate credit. Requirements for admission to candidacy for the B.S. in Public or Business Administration are described on page 17.

GRADUATION REQUIREMENTS FOR THE M.A. IN THE FIELD OF PUBLIC ADMINISTRATION

The graduation requirements for the Master of Arts degree in the field of Public Administration are now being revised, to become effective with students entering in September, 1938. New students who wish to matriculate for the master's degree should write to the Registrar of the School of Public Affairs for a copy of the new requirements. The new requirements will be ready by July 1.

Requirements for admission to candidacy for the M.A. in the field of Public Administration are described on page 19.

GRADUATION REQUIREMENTS FOR THE PH.D. IN THE FIELD OF PUBLIC ADMINISTRATION

The degree of Doctor of Philosophy in the field of Public Administration is offered under the joint auspices of the School of Public Affairs and the Graduate School of The American University.

The requirements for the Ph.D. degree are qualitative rather than quantitative, and no definite statement of the time necessary for securing the degree can be made. No degree can be granted, however, for less than 72 hours of course work (or the equivalent) plus the thesis. Work done in connection with the requirements for the Master of Arts degree will be considered as part of the three-year or 72-hour requirement. Students whose undergraduate programs have been deficient in courses relating to the field of Public Administration will be asked to take additional courses.

At least 48 hours of the course work must lie within an approved sequence of sub-fields. The portion of the student's work taken in the School of Public Affairs must not fall below a 4.2 average (see page 29).

A student who is employed full time, and who is also working on his thesis, may not register for more than six hours of courses in any one semester.

Graduate work completed with a satisfactory grade in residence at other fully accredited institutions may be offered in partial fulfillment of the requirements for a doctor's degree, provided it is approved by the Committee on Admission to Candidacy, but at least 36 hours of course work must be completed in residence at The American University.

Each candidate must present a thesis on an approved subject related to the field of Public Administration. The thesis is expected to embody the results of original research, to give evidence of sound scholarship, and to constitute a definite contribution to knowledge. The research for this thesis and its preparation must be carried on under the supervision of the faculty member or members whose field is most closely related to the subject of the thesis. Detailed requirements for the preparation and presentation of the thesis will be found on page 30. After the thesis is approved the candidate must pass an intensive examination on his thesis and related subjects.

The candidate must also pass written comprehensive examinations. A candidate for the Ph.D. degree with a major in Public Administration must be prepared to take comprehensive examinations in all of the sub-fields in groups (a) and (b), and at least five sub-fields or three sub-fields and a field of application from group (c). The groups and sub-fields referred to are as follows:

- (a) National Government, State Government, Municipal Government.
- (b) Organization and Management, Public Personnel Management, Financial Administration (which may include Accounting), Administrative and Constitutional Law.
- (c) Comparative Government, Public Opinion and Political Parties, Statistics, Social Psychology, Economic Theory, Interrelations between Government and Economics, Political Theory, Public Finance, Interrelations of Federal, State, and Local Governments, or any field in which Public Administration principles may be applied.

Persons who have been admitted to candidacy for the Ph.D. degree in the field of Public Administration must complete their work within six years after admission to candidacy. Formal admission to candidacy for the Ph.D. does not take place, however, until the student has either received a master's degree or has earned at least 24 hours of graduate credit. Requirements for admission to candidacy for the Ph.D. in the field of Public Administration are described on page 20.

GENERAL REGULATIONS

REGISTRATION DATES AND OFFICE HOURS

The office of the School of Public Affairs is open throughout the summer months. Students desiring to plan their programs prior to the preliminary and official registration periods should call the office of the Director for an appointment.

The preliminary registration period for the first semester is from Monday, August 29, to Saturday, September 17. The formal registration period is from Saturday, September 17, through Wednesday, September 21.

The preliminary registration period for the second semester is from Saturday, January 14, through Thursday, January 19. The formal registration period is from Monday, January 30, through Wednesday, February 1.

Throughout the summer the office of the School of Public Affairs is open daily from 9 a.m. to 5:30 p.m., and on Saturdays from 9 a.m. to 1 p.m. Effective Monday, September 12, the office will be open throughout the school year (with the exception of the Christmas and spring holiday periods) from 9 a.m. to 7:30 p.m. on Monday through Friday. On Saturdays it will be open from 9 a.m. to 1:30 p.m. with the exception of Saturday, September 17, and Saturday, January 14, when it will be open until 6 p.m.

REGISTRATION PROCEDURE

Students in the School of Public Affairs fall in one of the following classifications:

1. *Undergraduate Students*

1. Candidates for a Certificate in Public or Business Administration.
2. Candidates for a B.S. in Public or Business Administration.
3. Unclassified undergraduate students.
4. Special students.

II. *Graduate Students*

1. Admission to graduate study.
2. Candidates for M.A. in the field of Public Administration.
3. Candidates for a Ph.D. in the field of Public Administration.

III. *Auditors*

The requirements for admission and a description of the kind of credentials students must present before they may be admitted are

described in the section on Admission Requirements (pages 15-20). These credentials should reach the Registrar of the School before or during the formal registration period, and will be passed on by the Admissions Committee as soon as possible. If the entrance credentials are not available prior to the student's registration, he will be registered tentatively pending action on his credentials by the Admissions Committee. If the credentials are not received within six weeks from the beginning of the semester, the status of the student will automatically be changed to that of an Auditor, and no credit will be granted for the work taken in the School of Public Affairs.

No student may attend classes until he has filled out the Registrar's and Business Manager's cards and arranged for the payment of his tuition. When this has been done he will be provided with a Student Identification Card which will indicate what classes he is entitled to attend.

No new registrations will be accepted after the fourth week of classes (October 20 for the first semester, March 2 for the second). This date will also be the last day on which students will be allowed to change from audit to credit basis.

PAYMENT OF FEES

All accounts are payable at the office of the Bursar, 1901 F Street. No student is permitted to complete registration or to attend classes until all charges are paid or contracted for, as provided below.

The fees for all courses given in the School of Public Affairs are listed in this bulletin and in the complete schedule of classes, issued prior to the beginning of each semester.

The fee for full-time students in the School of Public Affairs is \$150 per semester. Persons admitted as full-time students are entitled to enroll for credit for as many hours of work in any branch of the University as the Director of the School or the Chairman of the field is willing to approve, and are entitled to audit as many courses as they desire without the payment of additional fees.

Tuition for each semester is due and payable in advance at the time of registration. There is no additional registration fee, but on payment in advance of a \$1 fee for handling charges students may arrange for payment of tuition in installments as follows: for the first semester—one-third at the time of registration, one-third on November 1 and one-third on December 1; for the second semester—one-third at the time of registration, one-third on March 1 and one-third on April 3. Students who fail to make installment payments by the 16th of the month in which they are due (or by the 17th when

the 16th falls on a Sunday) will be suspended and may not attend classes until they have paid all accrued installments plus a reinstatement fee of \$2, and have officially been reinstated. A suspended student may not be reinstated for the semester after two weeks from the date of suspension.

A late registration fee of \$2 must be paid by students who fail to complete their registration within ten days after the beginning of classes. For the first semester of 1938-39 this fee shall go into effect on Monday, October 3; for the second semester on Monday, February 13.

A fee of \$1 will be charged for changes which the student makes in his registration later than ten days after the beginning of classes. For the first semester of 1938-39 this fee will go into effect on Monday, October 3; for the second semester on Monday, February 13.

FEES

Tuition for full-time students, each semester	_____	\$150.00
Late registration fee	_____	2.00
Change in registration	_____	1.00
Reinstatement fee	_____	2.00
Service charge on deferred payments	_____	1.00
Graduation fee—B.S.	_____	10.00
M.A. or Ph.D.	_____	15.00
Rental of Hood	_____	2.50
Fee for binding thesis	_____	5.00

WITHDRAWALS AND REFUNDS

Applications for withdrawal from the School of Public Affairs or for changes in schedule must be made in writing to the Registrar of the School on blanks provided for that purpose. Notification to an instructor or absence from classes over a prolonged period is not an acceptable notice.

In authorized withdrawals and changes in schedule financial adjustments will be made on the principle of three installments a semester as follows:

First semester: Withdrawals dated on or before October 31, cancellation of the second and third installments; withdrawals dated on or before November 30, cancellation of the third installment. No refunds or rebates will be allowed on withdrawals dated subsequent to November 30.

Second semester: Withdrawals dated on or before February 28, cancellation of the second and third installments; withdrawals dated on or before March 31, cancellation of the third installment. No

refunds or rebates will be allowed on withdrawals dated subsequent to March 31.

In no case will any part of the initial installment of tuition be refunded, and in no case will tuition be reduced or refunded because of non-attendance upon classes.

No permission to withdraw and no transcript of work done will be given a student who does not have a clear financial record.

COURSE EXAMINATIONS AND GRADES

A written examination is given at the close of each course offered in the School of Public Affairs.

Grades in courses are given and recorded as follows: A, excellent; B, good; C, fair; D, unsatisfactory; F, failure; I, incomplete.

The mark I is given only when some portion of the student's work has not been completed. The mark may be removed and credit given only upon the completion of the work of the course so marked. In-completes obtained during the first semester of any academic year must be removed before April 15, otherwise they are entered on the records as withdrawal or, by direction of the instructor, as failure. In-completes obtained during the second semester must be removed before November 15.

All grades are mailed to students as soon as they are received from instructors. The staff of the School of Public Affairs is instructed not to provide students with oral reports of grades received.

A grade once reported to the Registrar of the School of Public Affairs cannot be changed except by vote of the Administrative Board.

PROBATION AND DISMISSAL

For the purpose of determining a student's grade index points are assigned for each letter grade as follows: For each hour of A, five points; for each hour of B, four points; for each hour of C, three points; for each hour of D, two points; for each hour of I, one point; for each hour of F, no points.

An average of C, namely, a grade index of 3, in all work taken for college credit is required for graduation in the case of candidates for a Certificate in Public or Business Administration and candidates for the degree of Bachelor of Science in Public or Business administration.

An undergraduate student who, on the completion of 18 hours of work in the School of Public Affairs, has a point average under 2.5 will be placed on probation. If his point average is 2 or less, he will be asked to withdraw.

An undergraduate student who, on the completion of 36 hours of work in the School of Public Affairs, has a point average under 2.75 will be placed on probation. If his point average is 2.5 or less, he will be asked to withdraw.

An undergraduate student who, on the completion of 45 hours of work in the School of Public Affairs, has a point average under 3 will be placed on probation. If his point average is 2.75 or less, he will be asked to withdraw.

In the case of candidates for the M.A. degree in the field of Public Administration an average of B, namely, a grade index of 4, in all work taken for graduate credit is required for graduation.

In the case of candidates for the Ph.D. degree in the field of Public Administration a grade of 4.2 for all work taken at The American University is required for graduation.

If a student has been admitted to candidacy for either the M.A. or Ph.D. in Public Administration, he must maintain an average of 4 in all work taken; otherwise, he will not be continued as a candidate for a graduate degree.

A student carrying on graduate work in the School of Public Affairs, whether he is a candidate for a degree or not, must, on the completion of 12 hours of work, have a grade index of 3.5; otherwise, he will be placed on probation. If his grade index is 3 or less, he will be asked to withdraw.

A graduate student, whether he is a candidate for a degree or not, must, on the completion of 24 hours of work, have a grade index of 4; otherwise, he will be placed on probation. If his grade index is 3.75 or less, he will be asked to withdraw.

FAILURE TO PASS COMPREHENSIVE EXAMINATIONS

In case a candidate for a graduate degree fails to pass his comprehensive examinations, the Administrative Board of the School of Public Affairs may permit the candidate to take a second examination after the lapse of four months. Failure to pass a second examination is final.

LANGUAGE REQUIREMENTS FOR GRADUATE STUDENTS

The language requirement for a candidate for the M.A. degree from The American University is a reading knowledge of either French or German. Candidates for the degree of M.A. in the field of Public Administration may, however, substitute for this require-

ment the successful completion of a standard one year course in the field of statistical methods. Students who have taken and completed such a course within three years of the time in which they submit it in fulfillment of this requirement will not need to take an examination in the subject. Other students must take and pass an examination set by the School of Public Affairs.

The language requirement for a candidate for the Ph.D. degree from The American University is a reading knowledge of both French and German.

In special instances, when another language would be useful to the student in connection with his research work, the Administrative Board of the School of Public Affairs and the Graduate Board may allow its substitution for one of the languages usually required.

PREPARATION AND SUBMISSION OF THESES

Candidates for either the M.A. or Ph.D. degree in the field of Public Administration should adhere to the following procedures in the matter of preparing and submitting a thesis:

1. As soon as the candidate has developed tentative plans for his thesis he should submit them in outline form to the Director of the School of Public Affairs. The candidate should submit six copies of his outline.

2. The outline will then be considered by the committee on Approval of Thesis Projects for Graduate Students in Public Administration. The student will ordinarily be asked to meet with the committee, the members of which will, among other things, determine whether or not the proposed project fits into the School's general research program in the field of Public Administration.

3. Once the proposed project has been approved by the committee the members of the committee will designate a member of the School of Public Affairs staff to act as chairman of this particular project. The chairman will be assisted by a number of other members of the staff.

4. The candidate will then enroll through the office of the Registrar of the School of Public Affairs for thesis supervision. If he is a candidate for the degree of M.A. in the field of Public Administration, he will pay a fee of \$30. If he is a candidate for the degree of Ph.D. in the field of Public Administration, he will pay a fee of \$60. These fees are paid only once during the student's graduate work.

5. The chairman of the candidate's project will then work with him in the development of his thesis. This supervisory work may be carried on entirely by individual conferences or the candidate may be

asked, from time to time, to meet with other candidates who are carrying on work in closely related fields.

6. No thesis should be submitted to the office of the School of Public Affairs until it has received the written approval of the chairman of the project, and the members of the staff who have been assisting him.

7. Theses must be approved and submitted before April 1 of the year in which the candidate expects to receive his degree. The candidate is required to provide the School with four typewritten copies.

8. After the thesis has been approved and submitted the candidate will be given an oral examination on the subject matter of the thesis. The examination committee will be appointed by the Committee on Approval of Thesis Projects for Graduate Students in Public Administration.

TRANSCRIPTS

Each student, graduate or undergraduate, is entitled to one transcript of his record without charge; for each transcript after the first one, a fee of one dollar is charged. Transcripts will not be issued unless all financial obligations to the University have been paid in full.

SCHEDULE OF CLASSES

A complete schedule of classes for the first semester together with a description of all courses offered, names of instructors, fees, etc., will be ready for distribution between August 15 and August 30.

A similar schedule for the second semester will be ready for distribution on or before January 3, 1939.

COURSES OF INSTRUCTION

The following pages list the courses which were open to students in the School of Public Affairs during the academic year 1937-38. They do not contain all the announcements of new courses for 1938-39.

Students planning to enroll in the School of Public Affairs for 1938-39 should consult the schedules of classes which will be issued prior to the beginning of each semester and which will contain complete descriptions of all courses offered, names of instructors, number of semester hours credit which each course carries, the fee for each course, and the time and place of meeting. The schedule for the first semester will be available for distribution between the 15th and 30th of August, and the schedule for the second semester will be available for distribution on or before January 3, 1939.

Courses are numbered and arranged to indicate their place in a university program of studies. Courses numbered in the 200 group are designed for sophomores and juniors; those numbered between 300 and 399 for juniors and seniors; those numbered between 400 and 499 for juniors, seniors, and graduates; those numbered above 500 for graduates only.

Courses bearing double numbers (like 201-2) are year courses and ordinarily must be continued throughout the year. All fees listed, however, are for one semester only.

PUBLIC ADMINISTRATION

General Courses in the Field of Public Administration

Pub. Ad. 301-2—INTRODUCTION TO PUBLIC ADMINISTRATION

Year course, 3 hours credit per semester	Mr. Young
	Fee \$22.50

Bus. Ad. 401—FUNDAMENTALS OF PUBLIC AND BUSINESS ADMINISTRATION

Second semester, 3 hours credit	Dr. Marshall
	Fee \$22.50

Pub. Ad. 421—PRINCIPLES OF PUBLIC ADMINISTRATION

One semester course, offered both semesters, 3 hours credit.	Dr. Reining
	Fee \$30

Pol. Sc. 402—THE NATIONAL EXECUTIVE

First semester, 3 hours credit	Dr. Seckler-Hudson
	Fee \$30

Pol. Sc. 401—LEGISLATION

Second semester, 3 hours credit	Dr. Seckler-Hudson
	Fee \$30

Pub. Ad. 523—THE FEDERAL BUREAUCRACY	Dr. Arneson
First semester, 3 hours credit	Fee \$30
Pol. Sc. 404—FEDERAL-STATE-MUNICIPAL RELATIONS	Dr. Arneson
Second semester, 1½ to 3 hours credit.	Fee \$15 to \$30
Pol. Sc. 441—PRESSURE GROUPS AS AN AGENCY OF SOCIAL CONTROL	Dr. Seckler-Hudson
Second semester, 3 hours credit	Fee \$30
Pol. Sc. 534—THE SOCIOLOGICAL APPROACH TO GOVERNMENT	
Second semester, 1½ hours credit	Dr. Griffith
	Fee \$15

Personnel Management

Pub. Ad. 403-4—PROBLEMS IN PUBLIC PERSONNEL MANAGEMENT	
Year course, 3 hours credit per semester	Mr. Short
	Fee \$22.50
Pub. Ad. 407—POSITION-CLASSIFICATION AND PAY PLANS	
First semester, 2 hours credit	Mr. Baruch
	Fee \$15
Pub. Ad. 409—PLACEMENT PROCEDURES	Mr. Board
First semester, 3 hours credit	Fee \$22.50
Pub. Ad. 410—PROBLEMS IN COUNSELLING GOVERNMENT EMPLOYEES	Mr. Board
Second semester, 3 hours credit	Fee \$22.50

Organization and Management of Public Offices

Pub. Ad. 215—OFFICE MANAGEMENT AND FILING IN GOVERNMENT AGENCIES	Mr. Barnett
Second semester, 3 hours credit	Fee \$22.50
Pub. Ad. 423—EFFICIENCY RATINGS AS A BASIS FOR SUPERVISION ¹	
First semester, 3 hours credit	Mr. Short
	Fee \$22.50
Pub. Ad. 424—SUPERVISOR TRAINING AND PRINCIPLES OF MANAGEMENT	Mr. Short
Second semester, 3 hours credit	Fee \$22.50

Administrative and Constitutional Law

Pub. Ad. 381-2—ELEMENTARY LAW	Mr. Young
Year course, 3 hours credit per semester	Fee \$22.50
Pol. Sc. 501-2—UNITED STATES CONSTITUTIONAL LAW	Dr. Hazard
Year course, 1½ hours credit per semester	Fee \$15
Pol. Sc. 506—THE PROBLEM OF CONSTITUTIONAL REVISION	
Second Semester, 2 or 3 hours credit	Dr. Arneson
	Fee \$20 or \$30
Pub. Ad. 581-2—ADMINISTRATIVE LAW	Mr. Flemming
Year course, 3 hours credit per semester	Fee \$30
Pub. Ad. 681—PROBLEMS IN ADMINISTRATIVE LAW	Dr. Aitchison
Financial Administration	

¹Given in cooperation with Graduate School, Department of Agriculture.

Pub. Ad. 441—INTRODUCTION TO GOVERNMENT ACCOUNTING	
First semester, 3 hours credit	Mr. Blough Fee \$22.50
Pub. Ad. 442—FEDERAL ACCOUNTING PROCEDURES	Mr. Payne
Second semester, 3 hours credit	Fee \$22.50
Pub. Ad. 451—FEDERAL BUDGETARY ADMINISTRATION	
One semester course, offered both semesters, 3 hours credit	Mr. Bailey and Mr. Jump Fee \$22.50
Econ. 483—REVENUE AND EXPENDITURE	Dr. Moore
First semester, 1½ hours credit	Fee \$15
Econ. 561—FOREIGN PUBLIC FINANCE	Dr. Mann
First semester, 3 hours credit	Fee \$30

Government Public Relations

Pub. Ad. 461—EDITORIAL PRACTICE	Mr. Boutwell
First semester, 2 hours credit	Fee \$15
Pub. Ad. 463—WORKSHOP IN PUBLIC RELATIONS	Mr. Boutwell
First semester, 2 hours credit	Fee \$15
Pub. Ad. 464—WORKSHOP IN PUBLIC RELATIONS	Mr. Phillips
Second semester, 2 hours credit	Fee \$15
Pub. Ad. 465—APPLIED GOVERNMENT WRITING	Mr. Boutwell
Second semester, 3 hours credit	Fee \$22.50
Pub. Ad. 467—GOVERNMENT PROOFREADING AND INDEXING	
Second semester, 2 hours credit	Mr. Angel Fee \$15
Pub. Ad. 469a—GOVERNMENT DOCUMENTARY FILMS	Mr. Mercey
Second semester, 1 hour credit	Fee \$7.50
Pub. Ad. 469b—CONTEMPORARY TRENDS IN GOVERNMENT PHOTOGRAPHY	Mr. Stryker
Second semester, 1 hour credit	Fee \$7.50

Social Security Administration

Soc. Ec. 407—SOCIAL INSURANCE	Mr. Clague
First semester, 3 hours credit	Fee \$30
Soc. Ec. 409—PUBLIC WELFARE ADMINISTRATION	Mr. Street
First semester, 3 hours credit	Fee \$30
Soc. Ec. 503—HISTORY OF PUBLIC WELFARE LEGISLATION	Mr. Leet
First semester, 3 hours credit	Fee \$30
Soc. Ec. 507—THE WORKER'S INCOME	Dr. Hinrichs
First semester, 3 hours credit	Fee \$30
Soc. Ec. 509—ECONOMIC INSECURITY	Dr. McConnell
First semester, 3 hours credit	Fee \$30
Soc. Ec. 542—EUROPEAN SYSTEMS OF SOCIAL INSURANCE	
Second semester, 3 hours credit	Dr. McConnell Fee \$30
Soc. Ec. 544—OLD AGE RETIREMENT SYSTEMS	Mr. Corson
Second semester, 2 hours credit	Fee \$20
Soc. Ec. 552—PUBLIC EMPLOYMENT AGENCIES	Mr. Young
Second semester, 2 hours credit	Fee \$20

Soc. Ec. 603—ADMINISTRATIVE PRACTICES IN SOCIAL SECURITY	Mr. Cochrane
Second semester, 2 hours credit	Fee \$20
Soc. Ec. 606—SEMINAR IN UNEMPLOYMENT COMPENSATION	Dr. Tolles
Second semester, 3 hours credit	Fee \$30

BUSINESS ADMINISTRATION AND ECONOMICS

General Courses in the Field of Business Administration and Economics

Econ. 301-2—PRINCIPLES OF ECONOMICS	Dr. McConnell
Year course, 3 hours credit per semester	Fee \$22.50
Bus. Ad. 401—FUNDAMENTALS OF PUBLIC AND BUSINESS ADMINISTRATION	Dr. Marshall
Second semester, 3 hours credit	Fee \$22.50
Bus. Ad. 405—BUSINESS ORGANIZATION	Dr. Fisher
First semester, 3 hours credit	Fee \$22.50
Bus. Ad. 421—FARM MANAGEMENT AS RELATED TO LONG TERM CREDIT ²	Mr. Cole
First semester, 2 hours credit	Fee \$15
Gov. Ec. 402—THEORIES UNDERLYING GOVERNMENT CONTROL OF ECONOMIC LIFE	Dr. Clemen
Second semester, 3 hours credit	Fee \$30
Econ. 426—ECONOMIC THOUGHT BEFORE 1800	Dr. Correll
Second semester, 3 hours credit	Fee \$30
Econ. 431-2—CORPORATION FINANCE	Dr. Stevens
Year course, 3 hours credit per semester	Fee \$30
Econ. 439—THE COMPETITIVE SYSTEM	Dr. Stevens
First semester, 3 hours credit	Fee \$30
Econ. 441—INTRODUCTION TO INTERNATIONAL ECONOMICS	Mr. Wadleigh
First semester, 1½ hours credit	Fee \$15
Econ. 501-2—MODERN ECONOMIC THEORIES	Dr. Piquet
Year course, 3 hours credit per semester	Fee \$30
Econ. 528—BUSINESS CYCLES	Dr. Mann
Second semester, 3 hours credit	Fee \$30
Econ. 534—ECONOMIC FOREIGN RELATIONS OF THE UNITED STATES	Dr. Edminster
Second semester, 3 hours credit	Fee \$30
Econ. 561—FOREIGN PUBLIC FINANCE	Dr. Mann
First semester, 3 hours credit	Fee \$30
Econ. 601-2—SEMINAR ON FINANCIAL POLICIES OF CORPORATIONS	Dr. Stevens
Gov. Ec. 506—ECONOMIC ORDER AND STATE ACTION	Dr. Marshall
Second semester, 3 hours credit	Fee \$30
Gov. Ec. 540—STATE AND TRADE	Dr. Stevens
Second semester, 3 hours credit	Fee \$30

²Given in cooperation with the Farm Credit Administration.

Gov. Ec. 546—STATE AND POPULATION	Dr. Ware
Second semester, 2 or 3 hours credit	Fee \$20 or \$30
Soc. Ec. 521—LEADING PROBLEMS IN HOUSING AND HOME FINANCING	Dr. Husband
First semester, 3 hours credit	Fee \$30

Accounting

Bus. Ad. 331-2—PRINCIPLES OF ACCOUNTING ¹	Mr. Rowe, Dr. Nielsen and Dr. Robinson
Two semester course, both halves offered each semester, 3 hours credit per semester	Fee \$22.50
Bus. Ad. 331-2C—PRINCIPLES OF ACCOUNTING ³	Mr. Albright and Mr. Nicholas
Year course, 2 hours credit per semester	Fee \$15
Bus. Ad. 333-4—SECOND YEAR ACCOUNTING ¹	Dr. Nielsen
Year course, 3 hours credit per semester	Fee \$22.50
Bus. Ad. 431—ELEMENTARY COST ACCOUNTING ¹	Mr. Koch
First semester, 3 hours credit	Fee \$22.50
Bus. Ad. 432—INCOME TAX PROCEDURES ¹	
Second semester, 3 hours credit	Fee \$22.50
Bus. Ad. 447—F. C. A. CENTRAL OFFICE ACCOUNTING ²	Mr. Eichelberger
First semester, 2 hours credit	Fee \$15
Bus. Ad. 448—F. C. A. FIELD ACCOUNTING PROCEDURES ²	Mr. Kelly
Second semester, 2 hours credit	Fee \$15
Bus. Ad. 454—FEDERAL REGULATION OF CORPORATE ACCOUNTING	Mr. Blough
Second semester, 3 hours credit	Fee \$22.50
Bus. Ad. 455—USE OF ELECTRIC BOOKKEEPING AND ACCOUNTING EQUIPMENT AS AN AID TO MANAGEMENT IN THE FIELDS OF ACCOUNTING, STATISTICS AND PERSONNEL	
Second semester, 2 hours credit	Mr. Allen
	Fee \$15

Labor Relations

Econ. 473—LABOR AND THE ECONOMIC ORDER	Dr. Peck
First semester, 3 hours credit	Fee \$30
Econ. 571—LABOR MOVEMENTS	Mr. Lauck
First semester, 3 to 6 hours credit	Fee \$30 to \$60
Econ. 572—MEDIATION, ARBITRATION AND LABOR DISPUTES	Mr. Lapp
Second semester, 3 to 6 hours credit	Fee \$30 to \$60
Gov. Ec. 534—STATE AND LABOR	Dr. Lubin
Second semester, 3 to 6 hours credit	Fee \$30 to \$60
Econ. 613-4—SEMINAR IN LABOR RELATIONS	Dr. Leiserson
Year course.	

¹Given in cooperation with Graduate School, Department of Agriculture.

²Given in cooperation with the Farm Credit Administration.

³Given in cooperation with Bureau of the Census, Department of Commerce.

Money and Banking

Econ. 485—INTRODUCTORY COURSE IN MONEY AND BANKING		
First semester, 3 hours credit		Dr. White Fee \$30
Econ. 517-8—THEORY OF MONEY AND BANKING		
Year course, 3 hours credit per semester	Dr. Upham and Dr. Mann	Fee \$30
Econ. 523-4—FOREIGN CURRENCY AND BANKING		
Year course, 3 hours credit per semester	Dr. Taylor	Fee \$30
Econ. 611-2—SEMINAR IN CURRENT MONETARY PROBLEMS		
Year course, 3 hours credit per semester	Dr. Pasvolksy	Fee \$30
Econ. 617—SEMINAR IN CENTRAL BANKING PROBLEMS		
First semester, 3 hours credit	Dr. Goldenweiser	Fee \$30
Gov. Ec. 531—THE STATE AND BANKING		
Second semester, 3 hours credit	Dr. Currie	Fee \$30

National Resources

Na. Res. 401—INTRODUCTORY SURVEY OF RESOURCES AND THEIR UTILIZATION		
First semester, 3 hours credit	Dr. Baker	Fee \$30
Na. Res. 403—POPULATION PROSPECTS: ECONOMIC AND SOCIAL IMPLICATIONS		
First semester, 2 hours credit	Dr. Baker and Dr. Lorimer	Fee \$20
Na. Res. 412—AGRICULTURAL ECONOMICS		
Second semester, 3 hours credit	Dr. Holmes and Dr. Stine	Fee \$30
No. Res. 422—FORESTY ECONOMICS		
Second semester, 2 hours credit	Mr. Kirkland	Fee \$20
Na. Res. 432—WATER RESOURCES		
Second semester, 1½ hours credit	Dr. Wolman	Fee \$15
Na. Res. 471-2—ECONOMIC GEOGRAPHY		
Year course, 3 hours credit per semester	Dr. Reed	Fee \$30
Na. Res. 512—NATIONAL LAND PROBLEMS AND POLICIES		
Second semester, 3 hours credit	Dr. Gray	Fee \$30
Na. Res. 513—AGRICULTURE PRICE-MAKING FORCES AND PROCESSES		
First semester, 3 hours credit	Dr. Stine	Fee \$30
Na. Res. 521—FOREST POLICY		
Second semester, 2 hours credit	Mr. Sparhawk	Fee \$20
Na. Res. 524—FOREST FINANCE		
First semester, 2 hours credit	Mr. Kirkland	Fee \$20
Na. Res. 581-2—ECONOMICS OF MINERALS		
Year course, 1½ hours credit per semester	Dr. Kiessling	Fee \$15
Na. Res. 584—ECONOMICS OF POWER		
Second semester, 1½ hours credit	Dr. Kiessling and Mr. Fitch	Fee \$15
Na. Res. 604—INTEGRATION SEMINAR IN NATIONAL RESOURCES		
Second semester, 3 hours credit	Dr. Barnes and Mr. Clayton	Fee \$30

Ec. His. 405—HISTORY OF AMERICAN AGRICULTURE	Dr. Gray
First semester, 3 hours credit	Fee \$30

Statistics and Mathematics

Math. 103-4—THE MATHEMATICS OF BUSINESS AND STATISTICS	Dr. Aitchison
Year course, 3 hours credit per semester	Fee \$22.50
Stat. 261-2—MATHEMATICAL PREPARATION FOR STATISTICS ¹	
Year course, 2 hours credit per semester	Mr. Winslow and Linder
	Fee \$15
Stat. 361-2—INTRODUCTION TO STATISTICAL METHODS ¹	
Two semester course, both halves offered each semester, 3 hours credit per semester	Mr. Stauber and Mr. Ockey
	Fee \$22.50
Stat. 363—ELEMENTARY STATISTICS AND CALCULATIONS ³	
Second semester, 3 hours credit	Mr. Hansen
	Fee \$22.50
Stat. 401—THE USE OF STATISTICAL METHODS	Dr. Webb
First semester, 3 hours credit	Fee \$30
Stat. 402—APPLICATION OF STATISTICAL TECHNIQUES	Dr. Webb
Second semester, 3 hours credit	Fee \$30
Stat. 418—STATISTICAL METHODS IN SOCIAL PROBLEMS	Dr. Myers
Second semester, 3 hours credit	Fee \$30
Stat. 461—STATISTICAL METHODS APPLIED TO CENSUS DATA ³	
First semester, 3 hours credit	Dr. Dedrick
	Fee \$22.50
Stat. 463-4—LABOR STATISTICS—A QUANTITATIVE APPROACH TO LABOR ECONOMICS ⁴	Dr. Perlman
Year course, 3 hours credit per semester	Fee \$22.50
Stat. 551-2—ADVANCED STATISTICAL ANALYSIS ¹	
Year course, 2 hours credit per semester	Mr. Purves and Mr. Sturges
	Fee \$15
Stat. 561-2—PRINCIPLES OF STATISTICAL RESEARCH ³	Dr. Linder
Year course, 2 hours credit per semester	Fee \$15

AUXILIARY COURSES

English

Eng. 209-10—ENGLISH COMPOSITION	Mr. Hudson and Mr. Hutcheson
Year course, 3 hours credit per semester	Fee \$22.50
Eng. 209F—FUNDAMENTALS OF ENGLISH USAGE ²	Miss Mathis
One semester course, offered both semesters, 2 hours credit	Fee \$15
Eng. 211—GOVERNMENT CORRESPONDENCE	Mr. Barnett
One semester course, offered both semesters, 2 hours credit	Fee \$15
Eng. 211C—CENSUS BUREAU CORRESPONDENCE ³	Mr. Barnett
Second semester, 2 hours credit	Fee \$15

¹Given in cooperation with Graduate School, Department of Agriculture.

²Given in cooperation with the Farm Credit Administration.

³Given in cooperation with Bureau of the Census, Department of Commerce.

⁴Given in cooperation with Bureau of Labor Statistics, Department of Labor.

Eng. 213F—SECRETARIAL TRAINING ²	Miss Cook and Miss Bird
One semester course, offered both semesters, 2 hours credit	Fee \$15
Speech 201—EXTEMPORANEOUS SPEAKING	Mr. Flemming
One semester course, offered both semesters, 2 hours credit	Fee \$15
Speech 201F—EFFECTIVE SPEAKING BEFORE GROUPS ²	Mr. Rygh
Second semester, 2 hours credit	Fee \$15

Sociology

Soc. 201—INTRODUCTION TO SOCIOLOGY	Dr. McConnell
First semester, 3 hours credit	Fee \$22.50
Soc. 204—PROBLEMS OF THE MODERN CITY	Dr. McConnell
Second semester, 3 hours credit	Fee \$22.50

Philosophy

Phil. 401—ETHICS	Dr. Collier
First semester, 3 hours credit	Fee \$30
Soc. Ec. 404—SOCIAL PHILOSOPHY	Dr. Collier
Second semester, 3 hours credit	Fee \$30

Modern Foreign Languages

French 101-2—ELEMENTARY FRENCH ¹	Dr. Humphrey
Year course, 3 hours credit per semester	Fee \$22.50
French 311-2—FRENCH SOCIAL SCIENCE LITERATURE	Dr. Correll
Year course, 1½ to 3 hours credit per semester	Fee \$15 to \$30
German 101-2—ELEMENTARY GERMAN ¹	Dr. Leineweber
Year course, 3 hours credit per semester	Fee \$22.50
German 311-2—GERMAN SOCIAL SCIENCE LITERATURE	Dr. Correll
Year course, 1½ to 3 hours credit per semester	Fee \$15 to \$30

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